

Protecting the privacy of your health information is very important to us. This notice describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations. It also describes your rights to access and control your protected health information.

**How we may use or disclose your health information:**

Treatment, payment, healthcare operations, appointment reminders, treatment alternatives and health-related benefits and services, disclosure to family members, disclosure to business associates. Less common uses would include; disclosures by law, public health activities, victims of abuse, neglect or domestic violence, health oversight activities, lawsuits and legal actions, law enforcement purposes, coroners, medical examiners, and funeral directors, organ, eye, and tissue donation, research purpose, serious threat to health or safety, specialized government functions, and worker's compensation.

**Your written authorization for any other use or disclosure of your health information:**

Uses and disclosures of your protected health information that involve the release of psychotherapy notes(if any), marketing, sale of your protected health information, or other uses or disclosures not described in this notice will be made only with your written authorization, unless otherwise permitted or required by the law.

**Your rights with respect to your health information:**

You have the following rights with respect to certain health information that we have about you to; right to access and review, restrict use and disclosure, confidential communications, alternative means and locations, accounting of disclosures, a paper copy of this notice, and received notification of a security breach.

**Our right to change our privacy practices and this notice:**

We reserve the right to change the terms of this notice at any time, any change will apply to the health information we have about you or create or receive in the future. We will post the revised notice on our website and in our office and will provide a copy of it to you on request.

**How you make privacy complaints:**

If you have any complaints about your privacy rights or how your health information has been used or disclosed, you may notify us your concern. You may also file a written complaint with the Secretary of the U.S. Department of Health and Human Services, Office for Civil Rights. We will not retaliate against you in any way if you choose to file a complaint.